

**NORTH CAROLINA  
REAL ESTATE COMMISSION**

**PO Box 17100  
Raleigh, NC 27619  
(919) 875-3700  
fax (919) 877-4216**

FOR COMMISSION USE

Date \_\_\_\_\_

Comment \_\_\_\_\_  
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**REQUEST FOR EXTENSION OF TIME  
TO COMPLETE CONTINUING EDUCATION**

**General Instructions.** Licensees on active status wishing to obtain an extension of time to satisfy the continuing education requirement must make application on this form. The application and accompanying documentation must be typed or printed in ink. The application should be submitted sufficiently in advance of the license expiration date to allow time for consideration of the request, including review of all supporting documentation and such verification of information as may be necessary. Applicants are referred to Commission Rule 58A.1709 regarding "Extensions of Time to Complete Continuing Education," which is reprinted on the reverse side of this form. **READ THE RULE BEFORE COMPLETING THIS FORM.**

1. **Name of Licensee** \_\_\_\_\_

2. **Mailing Address** \_\_\_\_\_

\_\_\_\_\_ **Telephone (    )** \_\_\_\_\_

3. **Email Address** \_\_\_\_\_

4. **Applicant's NC Real Estate License Number** \_\_\_\_\_

5. Describe below the incapacitating illness or other circumstance for which reason the licensee is requesting an extension of time to satisfy the continuing education requirement. The description must include information regarding the specific length of time the incapacitating illness or other circumstance has affected the licensee's ability to satisfy the continuing education requirement. ***Also, enclose with this request objective evidence of the incapacitating illness or other circumstance such as a written statement from an attending physician or other authoritative documentation regarding the circumstances described in the licensee's request.***

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See Rule on Reverse Side

## **COMMISSION RULE REGARDING EXTENSIONS OF TIME TO COMPLETE CONTINUING EDUCATION**

### **21 NCAC 58A .1709 EXTENSIONS OF TIME TO COMPLETE CONTINUING EDUCATION**

A licensee on active status may request and be granted an extension of time to satisfy the continuing education requirement for a particular license period if he provides evidence satisfactory to the Commission that he or she was unable to obtain the necessary education due to an incapacitating illness or other circumstance which existed for a substantial portion of the license period and which constituted a severe and verifiable hardship such that to comply with the continuing education requirement would have been impossible or unreasonably burdensome. The Commission shall in no case grant an extension of time to satisfy the continuing education requirement for reasons of business or personal conflicts. The Commission, also shall not grant such an extension of time when, in the opinion of the Commission, the principal reason for the licensee's inability to obtain the required education in a timely manner was unreasonable delay on the part of the licensee in obtaining such education. If an extension of time is granted, the licensee shall be permitted to renew his license on active status but the license shall be automatically changed to inactive status at the end of the extension period unless the licensee satisfies the continuing education requirement prior to that time. If an extension of time is not granted, the licensee may either satisfy the continuing education requirement prior to expiration of the license period or renew his or her license on inactive status. The length of any extension of time granted and the determination of the specific courses which shall be accepted by the Commission as equivalent to the continuing education the licensee would have been required to have completed had the licensee not been granted the extension is wholly discretionary on the part of the Commission. The licensee's request for an extension of time must be submitted on a form prescribed by the Commission.

*History Note: Authority G. S. 93A-3(c); 93A-4A;*

*Eff. July 1, 1994*

*Amended Eff. October 1, 2000.*